



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Office of Public Relations

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Audit files - all documents related to sub-grant audits	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Audit files - all documents related to sub-grant audits	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 237	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Contracts and memorandums of Agreement	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Contracts and memorandums of Agreement	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 239	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Expenditure Records - includes ledgers, journals, purchase orders, warrant requests, revenue transmittals, payroll requisitions, etc..	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Expenditure Records - includes ledgers, journals, purchase orders, warrant requests, revenue transmittals, payroll requisitions, etc..	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 234	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Grant Records - Includes plans and applications, grant awards, adjustment notices, vouchers, financial reports, impact grants and other grant related correspondence	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Grant Records - Includes plans and applications, grant awards, adjustment notices, vouchers, financial reports, impact grants and other grant related correspondence	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 235	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Office of Public Relations

Division: Missouri Western State University

Sub-Section:

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**TITLE:** State and regional Council Minutes and Agendas

**CUTOFF:** EOSFY

**DESCRIPTION:** State and regional Council Minutes and Agendas

**RETENTION:** Years:    Months:    Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 238

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** Sub-Grant Files - includes all project documents for action, planning, discretionary, impact and juvenile delinquency sub grants

**CUTOFF:**

**DESCRIPTION:** Sub-Grant Files - includes all project documents for action, planning, discretionary, impact and juvenile delinquency sub grants

**RETENTION:** Years: 5    Months: 0    Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 236

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983